

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## MINUTES OF REGULAR MEETING – MARCH 10, 2010 – 7:30 PM

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1. The regular meeting of the Hamilton Township Municipal Utilities Authority held in the MUA office building located at 6024 Ken Scull Avenue, Mays Landing, Atlantic County, New Jersey, was called to order by the Chairman at 7:30 PM.
2. At the Chairman's request, Mr. Campbell led the Flag Salute.
3. The Open Public Meeting Law compliance statement was read.

#### 4. **ROLL CALL OF THE MEMBERS**

Robert Mattle	Present
James Sacchinelli	Present
William Mangels	Present
Aline Dix	Present
Brenda Morrison (Alt. #1)	Present
Arthur Bunting (Alt. #2)	Arrived Late

#### **STAFF IN ATTENDANCE**

Stephen Blankenship, MUA Executive Director
Nancy Camey, MUA Business Manager
Raghu Pandurangan, MUA Asset Project Manager
Ed Dimon, MUA Solicitor
Ron Curcio, MUA Consulting Engineer

*Mrs. Morrison was seated as the fifth Board Member*

#### 5. **ADDITION / DELETION OF LATE AGENDA ITEMS**

#### 6. **ANNOUNCEMENTS / SPECIAL PRESENTATIONS / PUBLIC PARTICIPATION**

##### A. Recognition of Robert Campbell's Service to the HTMUA

#### 7. **FORMAL ACTION ITEMS:** None

#### 8. **CONSENT AGENDA ITEMS:** None

#### 9. **PERSONNEL**

##### A. Administrative Alignment (Executive Session)

##### B. Interim Licensed Operator (Executive Session)

#### 10. **MEETING MINUTES APPROVAL**

**A. Reorganization & Regular Meeting – February 4, 2010:** Mrs. Dix requested that her statements be inserted into the meeting minutes rather than as an attachment. The Solicitor agreed.

**B. Executive Meeting:** Will be available for review at the April 14<sup>th</sup> Board Meeting.

#### 11. **REPORTS**

##### A. ADMINISTRATIVE

**1. Township Ethics Training:** Board Members who need to review the Township Ethics Training DVD need to do so by March 31<sup>st</sup>.

Mrs. Dix inquired about the Financial Disclosure Forms. The Business Manager noted they need to be filed by mid-April. The Township Clerk has not yet sent a reminder. Board Members can receive a copy of last year's Financial Disclosure Forms from the Business Manager.

**2. Admin Bldg. Fire & Burglar System Upgrade:** Based on input from the Township Construction Code Officer, a new quote will need to be sent out requiring that the upgraded system meet the latest code requirements. ARH's assistance may be requested. Work will require the issuance of Township construction permits.

##### 3. State Contract Purchases:

**a. Server Hardware and Software:** The majority of the hardware has been received; however a few more items still need to be ordered. Staff and ARH are coordinating the final plan and assembly.

**b. Utility Truck:** Due to issues with the State Contract, the purchase of this vehicle is being pushed into the future.

##### B. SOLICITOR:

##### 1. Western Tower Cell Contract (Executive Session)

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### C. ENGINEER

#### 1. (FE) Wastewater Pump Station Replacement & Upgrade Project:

A. Craig Pump Station (Scoops): The MUA is scheduled to appear before the Township Historic Preservation Commission on March 11<sup>th</sup> to review the proposed pump station to be constructed on the Scoops' property. The Historic Preservation Commission will make a recommendation to the Township Planning Board. The project will be reviewed by the Township Planning Board for Completeness, Minor Site Plan, Variances and Certificate of Appropriateness. Mr. Sartorio will perform the reviews in house to limit charges to the MUA. Charges by the Planning Board Solicitor are the only anticipated expense as the Township waived the application fees.

There may an issue regarding the demolition of the Scoops building; however two parties have expressed interested in moving it.

B. Harding Run I Pump Station: Mr. Sartorio will perform an Administrative Review. A hearing before the Township Planning Board will not be required.

Mrs. Dix inquired about whether the bids for pump stations would be separate or combined. The intent is to bid both ways and see which provides the best price. It is easier to work with one contractor rather than multiple contractors.

**\*\*\* It was moved my Mrs. Dix and seconded by Mr. Sacchinelli to authorize Fralinger Engineering to advertise a Notice to Bidders for the upgrade of the Harding Run I and the replacement of the Birch (Scoops) Pump Station subject to reviews by the Township Planning Board, HTMUA Solicitor and Executive Director.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye.**  
**SAID MOTION APPROVED 5-0-0**

#### 2. (FE) Operations Facility Upgrade Project:

The project will be reviewed by the Township Planning Board for Completeness and a Minor Site Plan. Mr. Sartorio will perform the reviews in house to limit charges to the MUA. Charges by the Planning Board Solicitor are the only anticipated expense as the Township waived the application fees.

**\*\*\* It was moved my Mrs. Dix and seconded by Mr. Sacchinelli to authorize Fralinger Engineering to prepare and place the bid specifications for the Operations Facility Upgrade subject to the final review by the Township Planning Board, Solicitor and Executive Director.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye.**  
**SAID MOTION APPROVED 5-0-0**

#### 3. (FE) Water Tank Improvements:

Mr. Mulford and the Executive Director visited water facilities in PA, MD and DE to check the references supplied in the three RFQs that were submitted previously. Fralinger Engineering prepared a draft RFP. The Executive Director forwarded his comments on the draft RFP to Fralinger Engineering and the Solicitor. Mr. Mulford and the Executive Director will work with the Solicitor to finalize the RFP. Fralinger Engineering recommends soliciting RFPs from the three companies that submitted RFQs.

The RFPs should be ready for distribution by mid-April. A three week response time would allow the RFPs to be reviewed at the May Board Meeting.

#### 4. (OG) Electrical Upgrade Project:

The generators at the Admin and EQ building are complete. SJ Gas completed their work and the Township Construction Code Office inspected the work. Start up of the units is scheduled for the end of the month.

A soft start was installed at Well 9. Well 6/Booster Station was taken out of service on March 10<sup>th</sup> allowing Altec to begin work on this part of the contract. AC Schultes well inspection work was coordinated with Altec. The well and booster station will be out of service for ~ one month.

Field changes were authorized for minor gas piping and electrical revisions. The field changes will be “bundled” into a change order at the end of the job. Mrs. Dix asked if the MUA was going to be charged for work performed by the gas company. No.

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**5. (ARH) Well 6 Inspection Repair Project:** The well inspection work was coordinated with Altec's work. The four-hour well test is complete and the well was pulled. AC Schultes will review the well and its appurtenances and prepare a report listing recommended maintenance work. Once the recommendations are approved by the Engineer, ARH, AC Schultes will need ~ one month to implement. This should work out well as Altec should be finishing their work. If all goes as planned, the well should be back online by late April.

**6. (ARH) Old Egg Harbor Road Water Main Replacement:** A Cultural Resource Study was completed and will be submitted to the Pinelands Commission in time for their April meeting agenda. There were no adverse findings. ARH submitted a water main application to NJDEP and expects approval within the next 60 days pending Pinelands approval.

**7. (ARH) Security Upgrades Project:** Mr. Curcio advised that the project is on schedule. Fence at Well 6 is outstanding. Gate and gate operator work should be completed by March 19<sup>th</sup>. The electrical work for the gate operators is outstanding (separate from fence work).

**8. (ARH) Sub-Regional Pump Station – Gravity Sewer Study:** The study is complete and the draft report needs to be reviewed with the Executive Director. The emergency sewer main repairs during the week of March 1<sup>st</sup> may result in modifications to the study.

**9. (ARH) Well 10 High & Low Pressure Study:** The study is complete and the draft report needs to be reviewed with the Executive Director.

**10. (ARH) Well 6 & 8 Lower Kirkwood Aquifer Study:** It appears that Well 8 is the more appropriate site to try and develop a new Lower Kirkwood (800' sands) well. Authorization to proceed with a test well may be requested at the April Board Meeting. In response to Mrs. Dix's question, Mr. Curcio confirmed that there would be two wells (one in the Lower Kirkwood Aquifer and one in the Kirkwood-Cohansey Aquifer).

Mr. Curcio reviewed the test well process. The cost for the test well work is estimated to be \$100,000 to \$150,000. When a test well is drilled, there is a risk that it may not work out. If the tests are acceptable, the test well is converted to the production well. The cost of the test well is not part of ARH's current contract. Bids to perform the test well work will need to be solicited.

**11. Emergency Sewer Repair – Route 322 and Cologne Avenue:** On March 3<sup>rd</sup>, the MUA received a call from Police Dispatch ~11:30 AM regarding a sink hole on Cologne Avenue. When the MUA responded, a 10-foot diameter sink hole over the 18-inch Harding Highway Interceptor was discovered on Cologne Avenue with sewage coming out of a manhole around the corner on Route 322.

Emergency repair work commenced. Godwin Pumps was called in to provide bypass pumping and Garrison Enterprises was called in to perform the repair work. The sewer overflow, estimated to be between 100,000-150,000 gallons, was reported to NJDEP. Repairs involving the replacement of 30-feet of 18-main were completed on March 5<sup>th</sup>. Cleaning of the line (Video Pipe and MUA) continued until March 9<sup>th</sup>. Bypass pumping ended on March 9<sup>th</sup>.

The 18-inch gravity main experienced damage from hydrogen sulfide. Hydrogen sulfide is generated in the wastewater from the Mall and Timber Glen pump stations and is released when the force main discharges into the gravity main.

During this time, sewage flows from the Cedar Point development were conveyed by truck to the next downstream manhole by Waszen Sanitation (existing contract) for 3 days at a substantial cost.

The Executive Director recommended that ARH investigate the cost to slip line or replace the remaining 18-inch AC gravity main with PVC (~ 900"). He recommended that ARH design vents for the existing manholes that receive the force main discharges from the Mall/Timber Glen and Cedar Point.

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**\*\*\* It was moved my Mrs. Dix and seconded by Mr. Sacchinelli to authorize ARH to prepare a proposal for the best options for the future of the Cologne Avenue – Route 322 sewer mains.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye.  
SAID MOTION APPROVED 5-0-0**

**D. COMMITTEE REPORTS:** The Chairman announced the Committee Assignments as noted:

<b><u>ADMINISTRATIVE/ PERSONNEL</u></b>	Robert E. Mattle, Jr., Chair William Mangels
<b><u>CONSTRUCTION</u></b>	James Sacchinelli, Chair Robert E. Mattle, Jr.
<b><u>POLICY</u></b>	Robert E, Mattle, Jr. Chair James Sacchinelli
<b><u>FINANCE</u></b>	Aline L. Dix, Chair Arthur R. Bunting, Jr.
<b><u>OPERATIONS</u></b>	James Sacchinelli, Chair Richard DeFeo
<b><u>CONSERVATION</u></b>	Brenda Morrison, Chair Richard DeFeo
<b><u>SAFETY</u></b>	William A. Mangels, Chair Aline L. Dix

**1. Construction Committee:** No Report

**2. Operations Committee**

**a. Emergency Sewer Repair – Route 322 and Cologne Avenue:** See 11C11

**b. Capital Equipment**

**1. Authorization to Bid - Valve Maintenance Trailer:** Pending a minor modifications and a review by the Solicitor, this item is ready to be advertised. A Notice to Bidders could be placed by the latter part of March and bids received within a few weeks.

**\*\*\* It was moved my Mrs. Dix and seconded by Mr. Sacchinelli to authorize the Executive Director to advertise the bid for the Valve Maintenance Trailer**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye.  
SAID MOTION APPROVED 5-0-0**

**2. Authorization to Bid for a Sanitary Sewer Camera System:** The Executive Director advised that this will be a bid package very similar to the Valve Maintenance Trailer. This should be ready prior to the next Board Meeting on April 14<sup>th</sup>.

**\*\*\* It was moved my Mr. Sacchinelli and seconded by Mr. Mangels to authorize the Executive Director to advertise the bid for the Sanitary Sewer Camera.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye.  
SAID MOTION APPROVED 5-0-0**

**c. Well 8 Operational Issue:** The pH issue is still under review and a SCADA interlock affected by the pH issue was removed.

**d. Well 9:** During the 3-day electrical shutdown for the installation of the soft start, staff cleaned out the clear well and replaced damaged aeration fan blades and motors.

**d. WTMUA Issues:** Executive Session

**3. Finance Committee**

**a. Approval of Bills and Payroll**

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**\*\*\* It was moved my Mrs. Dix and seconded by Mrs. Morrison to authorize payments from the FY 2009-2010 Budget in the amount of \$449,833.67.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye. SAID MOTION APPROVED 5-0-0**

**\*\*\* It was moved my Mrs. Dix and seconded by Mrs. Morrison to authorize payments from the General Fund in the amount of \$99,976.80.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye. SAID MOTION APPROVED 5-0-0**

**b. Authorizing Billing Adjustments**

**\*\*\* It was moved my Mrs. Dix and seconded by Mr. Mangels to authorize the Billing Adjustments for the period of February 1 through February 28, 2010 as identified in the attached report.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye. SAID MOTION APPROVED 5-0-0**

**c. Developer's Escrow**

**\*\*\* It was moved my Mrs. Dix and seconded by Mrs. Morrison to authorize payments from the Developer Escrow Account in the amount of \$1,148.29**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye. SAID MOTION APPROVED 5-0-0**

**d. Disposal of Assets**

**\*\*\* Mrs. Dix moved and Mr. Sacchinelli seconded the motion to authorize the disposal of the MUA's 2000 Ford Ranger Pick Up with aluminum cap, a 2004 Dodge Stratus and a 1998 Ford 4 x 4 Pickup Truck, by auctioning them on the GovDeals.com website.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye. SAID MOTION APPROVED 5-0-0**

**e. Transfer of Funds**

**\*\*\* It was moved by Mrs. Dix and seconded by Mrs. Morrison to authorize the Treasurer to transfer money in the FY 2009/2010 budget accounts as listed.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye. SAID MOTION APPROVED 5-0-0**

**4. Personnel / Administrative Committee:** Meeting to be scheduled. Sexual Harassment and Discrimination training needs to be scheduled.

**5. Policy Committee:** A meeting to review the current policies on commercial/industrial/master metered residential delinquencies and inactive sewer service units is needed.

**6. Conservation Committee:** 50 Coloring Books will be provided to St Vincents Kindergarteners.

**7. Safety Committee:** The Safety Committee meeting is scheduled for March 29, 2010 at 9:00 AM.

**12. PUBLIC COMMENTS:** None

**13. OLD BUSINESS:** None

**14. NEW BUSINESS:** Mrs. Dix requested the addition of the MUA's meeting dates, agendas, meeting minutes, budgets to the MUA's website (similar to the Township's web site). Staff will investigate the requirements for implementing same.

**15. Review of February 2010 Resolutions:** No comments.

**16. CONFIRM EXECUTIVE SESSION**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to go to Executive Session to discuss Personnel, Executive Director and WTMUA issues.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mrs. Morrison – Aye, Mr. Mattle – Aye. SAID MOTION APPROVED 5-0-0**

*The Recording Secretary and Asset/Project Manager were excused and a brief recess was taken.  
The ED completed the minutes from this point on.*

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**17. Part-time Administrative Position**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to authorize the placement of an employment advertisement for a part-time administrative position.**

**ROLL CALL VOTE: Mrs. Dix - Aye; Mr. Mangels - Aye; Mr. Sacchinelli - Aye; Mrs. Morrison - Aye, Mr. Mattle - Aye.  
SAID MOTION APPROVED 5-0-0**

**18. Interim Licensed Operator**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mrs. Morrison to authorize a temporary stipend in the amount of \$500.00/pay period to the Executive Director to be the HTMUA's NJDEP Licensed Operator through December 31, 2010 or until other arrangements are made. Stipend shall be retroactive to January 1, 2010.**

**ROLL CALL VOTE: Mrs. Dix - Nay; Mr. Mangels - Aye; Mr. Sacchinelli - Aye; Mrs. Morrison - Aye, Mr. Mattle - Aye.  
SAID MOTION APPROVED 4-1-0**

**19. ADJOURNMENT 9:55 PM**

**\*\*\* It was moved by Mrs. Morrison and seconded by Mr. Sacchinelli to adjourn the meeting.**

**SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING "AYE"; NO "NAY"; NO "ABSTAIN"**